

Policy IFCB: Field Trips and Excursions

Status: DRAFT

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The Jackson County Board of Education recognizes the need and desirability of field trips to enrich the experiences of students. A well-planned field trip is considered a worthwhile educational experience. Therefore, educational field trips related to class subjects may be authorized provided the following conditions are met:

1. The principal shall be notified in advance of the trip. Field trips must have the endorsement of the principal and must be designed to augment the lesson plans of the teacher.
2. A trip permit form must be endorsed by the Assistant Superintendent of Curriculum and Instruction in advance of the trip.
3. All field trip arrangements are the teacher's responsibility, including transportation, waivers, chaperons, etc. Students shall be under the direct supervision of a teacher or other certified personnel. Students will not be excluded because additional supervision for them is needed. The teacher must request in advance for additional supervision. School buses may be used for transportation for field trips. Only authorized personnel may drive a school bus.
4. Before each field trip, each pupil must present to his/her teacher a document signed by the parent/guardian, giving the pupil permission to participate in the field trip.
5. Field trips shall not be taken after May 1. An exception to the May 1 deadline can be made if the following conditions are met:
6.
 - a. If the trip cannot be scheduled at any date prior to May 1.
 - b. If all plans for the trip are completed prior to May 1.
 - c. If the trip complies with the guidelines and approval process stated in this policy.
 - d. If the trip has been approved by the Assistant Superintendent of Curriculum and Instruction.
 - Field trips will be limited to one per grade (K-5) and the cost shall be covered by the school district. This restriction shall not apply to Life Skills, WINGS, athletics, clubs, or reward trips. In no event shall there be a cost to transport students if using district-owned vehicles driven by district employees.
 - Field trips must be board approved if either of the following conditions are met:
 - a. Overnight stay
 - b. Out of state travel
 - In the event the field trip that falls under item 7 above cannot be board approved before the travel is to be taken due to late notice, the Superintendent shall have the authority to approve the field trip.

For any trip or school-related activity for which students are transported, whether by private vehicle or by district-owned vehicle, the proper trip permit form shall be submitted, necessary insurance requirements shall be met, and all of the above stated guidelines for trip permits shall be followed as applicable.
